

The Hazel Mackin Community Library in Roberts, WI is hiring a Youth Services/Programming Coordinator. This is a full-time (40 hr/week) position. Hours will include evenings and weekends. Starting pay is \$40,000 with benefits.

### **Examples of Duties**

- Provides prompt, courteous and direct assistance to all patrons with basic information regarding use of library materials, equipment, and services.
- Assists patrons with computers and other technology.
- Responsible for learning and applying HMCL policies and procedures.
- Establishes and maintains effective working relationships with co-workers, patrons, volunteers, and supervisors.
- Responds to all requests for research and readers' advisory services.
- Selects youth materials for the collection.
- Instructs children, teens, and caregivers in information gathering, research skills and digital literacy skills.
- Plans, implements, and evaluates library programs for children, teens, and occasionally adults.
- Plans, promotes, and implements summer reading program.
- Schedules and provides visits with the schools and other community outreach areas.
- Performs duties, functions, requirements, or other related work as required by the Library Director

### **Experience**

- Previous library experience or other customer service experience preferred.
- Bachelors Degree preferred, but will consider an equivalent combination of library experience, training, and relevant work experience

### **Knowledge and Skills**

- Knowledge of current trends in library services for children and young adults.
- Knowledge of standard library procedures, current information technology, Internet and database search capabilities.
- Knowledge/willingness to learn and stay current with emerging technology, including digital media.

### **Physical Demands**

- Work involves frequent moving of library materials up to 10 pounds with occasional moving of materials up to 50 pounds and moving of loaded carts.
- Work includes frequently sitting or standing and frequently moving around the library. Bending, squatting, and reaching motions are frequently required.
- Visual demands require frequently viewing a computer monitor and reading documents and labels.
- Hearing demands require frequently listening to patrons on the telephone.

To apply, email your resume and references to Library Director, Tori Schoess, at [schoess@robertspubliclibrary.org](mailto:schoess@robertspubliclibrary.org) by April 21<sup>st</sup>.

The Village of Roberts is an equal opportunity employer.